

Minitab Ordering Guidelines

Contract Information:

1. The Minitab Option Year 2 (OY2) begins 1 Aug 2015 and ends 31 July 2016.
2. Pricing is per license/per user.
3. Annual subscriptions may be purchased throughout the Option Period as needed on a (monthly) prorated basis.

Payment Information:

1. Payment by Credit Card or WBS/PRON/MIPR's are available. Credit Cards are processed quickly and are the preferred method of payment.
 - a. Credit card purchases will receive a receipt within **72** business hours.
 - b. Funding Documents (WBS/PRON/MIPR) can be found on the Minitab Software Agreements page under Documentation.
2. Please provide all information requested on the form to include the **FLEX ADMIN**.
3. What is a **FLEX ADMIN**?
 - a. **FLEX ADMIN**: Is usually your Helpdesk/Technical Team/NEC. They will receive the Minitab download instructions to access the Minitab site to manage, create license files and download to the customer's/end user's computer. License files are needed to successfully install Minitab multi-user products. You may have up to two (2) identified.
4. The **FLEX ADMIN** identified will receive an email from Minitab with download instructions. If you are the requestor/end user and haven't received your download please reach out to the **FLEX ADMIN** to verify they received it. If they have received it please make your request with the **FLEX ADMIN** to have it placed on your computer. If not, please reach out to the CHES License Coordinator.
5. You may identify up to two (2) **FLEX ADMIN**'s.
6. Licenses may be transferred to a different computer and person but cannot exceed the quantity of licenses purchased. The **FLEX ADMIN** will need to be contacted to reinstall the license.
7. If you have questions about this agreement please reach out to CHES Customer Support at 888-232-4405 or armychess@mail.mil